



ILLINOIS

George H. Ryan, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael S. Schwartz, Director

## MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *F.C.*  
Bureau of Communications and Computer Services

DATE: July 5, 2001

SUBJECT: State of Illinois Telephone Directory -- Deadline for Updating Records

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### DIRECTORY PRINTING NOTIFICATION

Attached are the third proofs of both departmental and alphabetical listings of your agency's entries in the State of Illinois Telephone Directory. Proofs are prepared using the MONIES (Management of Network Income and Expense Services) directory database.

It is important that all agencies review the accuracy of each alphabetical and departmental entry, in addition to verifying the order placement of each departmental listing. Changes in telephone listings in the alphabetical section should also be updated in the corresponding departmental listings, if applicable.

**Agencies with access to MONIES must complete all departmental and alphabetical additions, changes, or deletions by close of business Friday, July 20, 2001.**

**Agencies without access to MONIES must submit corrected proofs to the Division of Telecommunications by close of business Monday, July 16, 2001.** CMS personnel will only make directory changes for agencies that do not have access to the MONIES database. All proofs should be signed and dated by the party authorizing the changes. Agencies should return corrected proofs to: Directory Project, CMS-Telecommunications, 1<sup>st</sup> Floor, 120 West Jefferson, Springfield, IL 62702.

A final set of departmental and alphabetical proofs will be sent July 23, 2001. The MONIES directory database will be copied and formatted for printing on Tuesday, July 31, 2001. Delivery to the printer will be made on Wednesday, August 1, 2001. **Any changes, additions, or deletions made after close of business on July 31<sup>st</sup> will not be included in the new printed directory.** New directories will be available in September 2001.

The MONIES database serves as the source of information for:

- Alphabetical and departmental listing information available on the state's home page,
- Alphabetical and departmental listing information available to the State of Illinois telephone operators, and
- Alphabetical and departmental listings contained in the printed State of Illinois Telephone Directory.

Since the MONIES program is the basis for these three vital informational sources, the **timeliness, consistency, and accuracy of MONIES directory entries is of great importance.** Maintaining accurate MONIES records is essential following the printing of the state directory since the database is copied weekly for use by the state telephone operators and posting to the state's home page for departmental and alphabetical name searches.

**To ensure your agency receives a sufficient supply of new State of Illinois Telephone Directories, all agencies should complete and submit the enclosed directory order form.**

***State of Illinois Telephone Directory***  
(Available September 2001)

**AGENCY ORDER FORM:**

State Agency: \_\_\_\_\_

Telecommunication Coordinator: \_\_\_\_\_

Number of Directories: \_\_\_\_\_

Central Delivery Address\*:

% Name: \_\_\_\_\_

\_\_\_\_\_

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- \* Each agency is responsible for its own intra-agency delivery to multiple sites, branch offices, and work areas.